



## **District Representative I/II, Division of Codes and Standards (Non-Peace Officer) Training and Experience Evaluation**

This is only a **preview** of the exam questions. To take the actual exam, please refer back to the bulletin and click on the link to apply and take the examination in the “Examination Link” section.

The California civil service selection system is merit-based, and eligibility for appointment is established through a formal examination process. This state-wide District Representative I/II, Division of Codes and Standards (Non-Peace Officer) examination consists of a Training and Experience evaluation used to evaluate your education, training, and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

---

### **VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.**

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of this department. Be advised that you are expected to answer truthfully and accurately.

---



### **Verification References**

Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employment, these references will be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this exam. List all references that apply.

### **Employment Reference**

Job Title:  
Company:  
Address:  
Address 2:  
City/Town:  
State:  
ZIP Code:  
Supervisor's Name:  
Phone Number:  
Dates Worked:

### **Education Reference**

Degree/Certificate Earned:  
School/Institution Name:  
Address:  
Address 2:  
City/Town:  
State:  
ZIP Code:  
Dates Attended:



## **Instructions**

Using the rating scales provided below, rate your experience performing specific job-related tasks. Respond to each of the following statements by indicating how the statement applies to you. You may refer to your **WORK EXPERIENCE**, whether paid or volunteer, and/or **FORMAL TRAINING COURSES** you have completed.

**EXPERIENCE - Describe your work experience relevant to performing this task, both paid and volunteer.**

- 1) 0 to 1 year
- 2) 1 – 3 years
- 3) 3 – 5 years
- 4) 5 – 7 years
- 5) More than 7 years

**TRAINING - Describe your education, training and/or experience relevant to performing this task.**

- 1) **None:** I have no education, training, and/or experience relevant to this knowledge or ability.
- 2) **Minimal:** I have limited education, training, and/or experience using and/or applying this knowledge or ability.
- 3) **Moderate:** I have moderate education, training, and/or experience using and/or applying this knowledge or ability.
- 4) **Substantial:** I have substantial education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to many circumstances or situations.
- 5) **Extensive:** I have extensive education, training, and/or experience using and/or applying this knowledge or ability. I could effectively apply this knowledge or ability to the most difficult and complex situations, and I could instruct others on the specific aspects of this knowledge or ability.

**PLEASE NOTE:** This examination is designed to gain an overall assessment of your training and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific training is not required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

---



<b>DISTRICT REPRESENTATIVE I/II, DIVISION OF CODES AND STANDARDS (NON-PEACE OFFICER)</b>	
1	Conduct on-site inspections, surveys, and investigations of various structures and conditions to ensure compliance with applicable laws, building codes, and regulations.
2	Inspect buildings and infrastructure for maintenance, use, and occupancy to ensure compliance with the California Health and Safety Codes and related regulations.
3	Conduct complaint investigations in accordance with California and/or Federal Codes and Regulations.
4	Use or observe use of instruments, devices or test equipment to perform inspections of structural, electrical, plumbing, and mechanical systems during and after construction for compliance with approved plans, specifications, and applicable codes.
5	Ensure construction sites are in compliance with approved plans, all applicable building standards, laws, and regulations.
6	Act as a representative with contractors, consumer advocate groups, or local agency officials.
7	Properly maintain all assigned equipment (e.g. printers, laptops/computers, cameras and mobile phones).
8	Issue violation notices and stop-work orders, conferring with contractors and owners, violators and other authorities (i.e., local, state and federal) to interpret and explain regulations.
9	Interpret and explain complex health and safety codes, regulations, and building standards to the general public, government, and industry to ensure compliance.
10	Respond to questions from the general public, government, and/or industry.
11	Advise and confer with industry, local enforcement officials, and consumer advocacy groups on the application and interpretation of State laws and regulations.
12	Conduct and assist with plan reviews for proposed construction projects.
13	Prepare written correspondence to stakeholders (e.g., licensees, complainants, local and state enforcement agencies) in response to requests for information and/or investigation findings.
14	Schedule assigned tasks within an approved workweek.



District Representative I/II, Division of Codes and Standards (Non-Peace Officer)  
Training and Experience Evaluation

<b>DISTRICT REPRESENTATIVE I/II, DIVISION OF CODES AND STANDARDS (NON-PEACE OFFICER)</b>	
15	Maintain, update and keep accessible at all times relevant files, control logs, information bulletins, staff memos, auto logs, field operations manuals; statutes, regulations, codes, and other documentation.
16	Maintain training and current information of changes to legislation, codes, regulations, and internal policies.
17	Collect penalties from licensees, permittees, and other persons as required by applicable laws and regulations.
18	Maintain activity logs and all supplemental inspection information (i.e., notes to file, citations, photographs), for purposes of tracking and documenting inspections and violation citations to ensure compliance.
19	Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance with applicable legal requirements, laws, and regulations.
20	Examine files, records, reports, and documents to establish facts and detect discrepancies in order to identify violations and gather evidence.
21	Read and interpret policy manuals, legislation, statutes, regulations, and other written materials to determine relevant facts and the appropriate steps to take when completing job tasks or special assignments.
22	Conduct research and investigations using the internet to collect relevant information required to complete assigned job tasks.
23	Testify in administrative and judicial proceedings regarding the results of the investigations or inspections.
24	Monitor local agencies for enforcement of, and compliance with applicable laws and regulations.



<b>DISTRICT REPRESENTATIVE II, DIVISION OF CODES AND STANDARDS (NON-PEACE OFFICER)</b>	
25	Gather and analyze facts and evidence for use in administrative, civil and/or criminal proceedings.
26	Conduct complex and/or sensitive investigations of complaints to include structural, fire/life safety, plumbing, mechanical, and electrical code violations.
27	Provide training and technical assistance as a lead person in conducting investigations and inspections.
28	Provide technical assistance to the public, industry and advocacy groups, and other government agencies.
29	Promulgate regulations in order to interpret, clarify, or make specific statutory requirements.
30	Actively participate as a technical advisor to industry and advocacy groups and committees in the development of code change proposals.
31	Assist in the development, maintenance, and enhancement of internal policies and procedures.
32	Prepare complex written and verbal technical interpretation of laws and regulations.
33	Assist in drafting regulations in response to current legislation.
34	Review and analyze proposed legislative changes.
35	Prepare reports, documents, and evidence for use by the department's legal division.
36	Review other government agencies proposed rulemaking to avoid conflict or overlap with other programs, laws, and regulations.
37	Meet with assigned staff to determine that relevant files, control logs, information bulletins, staff memos, auto logs, field operations manuals; statutes, regulations, codes, and other documentations are maintained.
38	Provide regular training to assigned staff to keep them current on code revisions and internal policies.
39	Review activity reports from assigned staff to establish proper enforcement and citation of relevant code sections and that reports are correct, complete, and submitted in a timely manner.



## Consent

You must agree to the terms and conditions of this examination process by checking the box below. If you do not check the box below, your examination will not be scored, and you will not receive your results.

- I hereby certify that all the information I have provided on this examination is true and accurate to the best of my knowledge and contains no willful misrepresentations, falsifications, or exaggerations.
- I also understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I may be removed from the examination and/or eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes.
- I understand that I am the person solely responsible for the accuracy of the responses I have provided.
- I assert that I have not taken this examination under any other User I.D. and password, Social Security Number.
- I have read, understand, and agree to comply with the statements above.